POSITION DATA

JOB TITLE: Staff Accountant/Payroll Support
DEPARTMENT: Finance Department
REPORTS TO: Assistant Controller

POSITION OVERVIEW

The Staff Accountant/Payroll Support individual reports to the Assistant Controller and is responsible for specific areas within the general accounting and reporting functions, including recording of journal entries, account reconciliations and analysis of various balance sheet and income statement accounts, bank reconciliations, and processing of bi-weekly payroll and accounts payable, as needed.

The systems utilized for this position include but are not limited to Financial Edge General Ledger, Financial Edge Accounts Payable, UKG Payroll and Time Reporting, and Microsoft Excel, Word and PowerPoint.

ESSENTIAL ACCOUNTING FUNCTIONS:

- Records various transactions related to leases, in-kind gifts, prepayments, grants, and accrued expenses.
- Maintains the accrual and prepaid schedules on a monthly basis.
- Prepares and records transactions of bank transfers related to accounts payable and payroll transactions in Financial Edge on a weekly basis.
- Prepares the accounting and recording of biweekly-payrolls and month end payroll accruals in the Financial Edge accounting system and quarterly reconciliation of Form 941 to the general ledger.
- Prepares to assist with various payroll related functions and tasks as needed and be willing to train as a backup for processing payroll.
- Responsible for the accounting of Special Events.
- Responsible for the accounting and reconciliation of retail inventory.
- Participates and assists in the review of monthly and quarterly financial statements and committee presentations, as requested.
- Performs account and variance analyses on specific balance sheet and income statement accounts, as requested.
- Supports the reporting of various grants, as requested.
- Supports the monthly and annual close process by executing deliverables and adhering to deadlines.
- Supports and acts as backup to donor-related revenue functions.
- Supports the preparation of the 990 annual tax return.
• Supports the monthly and annual close process.
• Supports with external and internal audits.
• Processes standard and ad-hoc reports and assists in special projects, as requested.

VOLUNTEER REQUIREMENT
• Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
• Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILL REQUIREMENTS
• Minimum 3-5 years’ experience in accounting or finance environment
• Bachelor’s degree required in Accounting and/or Finance
• Highly collaborative and hands-on individual who can work independently with members of Accounting, Finance and Human Resources teams to support ongoing initiatives and projects in a fast-paced exciting environment
• Highly detail-oriented, organized, self-motivated problem solver
• Able to effectively prioritize workload and execute deliverables
• Committed to continuous learning of accounting and payroll functions and systems
• Proficient in Microsoft Office Applications
• Must exhibit advanced PowerPoint and Excel skills including the ability to perform V-look ups, Pivot tables, Text import Data, Text to Column. Strong analytical, organizational, verbal and written communications skills.
• Commitment and sensitivity to and the need for confidentiality.
• Ability to work independently in a busy office environment.

This is a full-time exempt position and we offer a competitive salary and generous benefits package.

HOW TO APPLY
• Include job title in the email subject field.
• Please indicate the location where job posting was seen.
• Please submit a resume to 911mmfinancejobs@911memorial.org
• Please visit our website at www.911memorial.org.

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business related duties as assigned by the supervisor or other management.

The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.

This document is a communication tool and not intended as a written or implied contract of employment.